

**United States Bankruptcy Court
Eastern District of Virginia
Attention: Finance Department
701 East Broad Street, Suite 4000
Richmond, VA 23219-1888**

Instructions for completing Form W-9 with Addendum

A completed Form W-9 with Addendum is required for:

- the return of unclaimed funds, in accordance with Local Bankruptcy Rule 3011-1.
- the refund of a filing fee paid by cash or check, pursuant to court order.

The Form W-9 and the Addendum contain fillable fields for completion online in Adobe Acrobat. **DO NOT FILE THESE FORMS THROUGH CM/ECF.** Please complete the forms and return via email to FINANCE@vaeb.uscourts.gov, or mail them to the address listed above.

FAILURE TO COMPLETE, SIGN AND RETURN THESE FORMS MAY RESULT IN NON-PAYMENT.

Form W-9:

Complete the following required fields:

- 1) Name of Creditor/Claimant (the rightful owner of record)
- 2) Business Name of Creditor/Claimant, if different from Name
- 3) Exempt Payee Box checked
- 4) Address, including City, State, and Zip Code
- 5) Social Security Number or Employer Identification Number
- 6) Wet Signature of Creditor/Claimant
- 7) Date signed

Note: Internal Revenue Service instructions are included on pages 1-4 of Form W-9.

Addendum:

If a Business Name is provided on the Form W-9, check all business representations that apply:

- 1) minority-owned
- 2) not minority-owned
- 3) women-owned
- 4) not women-owned
- 5) other (not otherwise classified)